

EFFECTIVE

January 1, 2011.

SUBJECT**DHS-1046, Semi-Annual Contact Report****BAM 210 and RFF 1046****FAP**

Clients are no longer required to supply verification of the last 30 days of earnings when returning the DHS-1046 if their income has not changed by more than \$100 since their last report. This change is effective with the January, 2011 mailing of the DHS-1046. Section 4, Household Income, on the DHS-1046 is revised to reflect this change. The client's gross earned income from their most current budget will now be pre-filled on the form.

Additionally, a new question is added for the client to indicate if their gross earned income changed by more than \$100 from the pre-filled amount. Clients will need only to return verification of their past 30 days of earnings if they answer yes to this question.

If the client indicates their gross earned income has not changed by more than \$100, verification of the past 30 days is **not** required. However, income must be budgeted and eligibility determination benefit calculation (EDBC) run if a client checks no to the question, but supplies proof of income. The DHS-1046 **must** be recorded as complete and EDBC run so Bridges recognizes the DHS-1046 has been processed. Failure to do so will result in FAP closure.

Reason: FNS Clarification. Workload reduction.

**MID-CERTIFICATION/
SEMI-ANNUAL
CONTACT****BAM 210****FAP**

Bridges sends a DHS-2240-A, Mid-Certification Contact Notice, for groups assigned a 24-month benefit period during the eleventh month of their benefit period and a DHS-1046, Semi-Annual Contact Report, the beginning of the fifth month for cases assigned a 12-month benefit period.

Note: Manually send from Bridges and track the DHS-1046 if you discover a case was not correctly assigned as a simplified reporter by the last day of the fourth month of the benefit period.

Groups assigned a 24-month benefit period must submit a complete DHS-2240-A. A complete DHS-1046 must be submitted by groups with countable earnings and a 12-month benefit period; see BAM 115, Benefit Periods.

The DHS-1046 and DHS-2240-A may be completed by the client, or the client's authorized filing representative or by the specialist (during a telephone call, home call or interview with the client). However, the form must be signed by the client or authorized filing representative.

A report is considered complete when all of the sections (including the signature section) on the DHS-1046 and the DHS-2240-A are answered completely and required verifications are returned by the client or client's authorized filing representative.

If an expense has changed and the client does not return proof of the expense but all of the sections on the report are answered completely, remove the expense from the appropriate data collection screen in Bridges before running EDBC.

24-Month Benefit Period

The mid-certification contact notice must be recorded, data collection updated and EDBC results certified in Bridges by the last day of the twelfth month after receipt of a completed DHS-2240-A and all required verifications.

Run EDBC even if the client indicates no changes so Bridges will recognize the DHS-2240-A has been processed.

12-Month Benefit Period

The contact is met by receipt of a completed DHS-1046 and required verifications. The semi-annual contact report must be recorded, data collection updated and EDBC results certified in Bridges by the last day of the sixth month of the benefit period to effect benefits no later than the seventh month.

The client's gross earned income from their most current budget is pre-filled on the DHS-1046. If the client's gross income has

changed by more than \$100 from the pre-filled amount on the form, they must return verification of their past 30 days of earnings with their completed DHS-1046.

If the client indicates their gross earned income has **not** changed by more than \$100, verification of the past 30 days is not required. Run EDBC so Bridges will recognize the DHS-1046 has been processed. However, income must be budgeted and EDBC run if a client checks no to the questions, but supplies proof of income.

DHS-1046, SEMI-ANNUAL CONTACT REPORT

RFF 1046

Introduction

The DHS-1046, Semi-Annual Contact Report, is available as a Bridges-generated document. All groups who are assigned to simplified reporting by the last day of the fourth month of the benefit period will automatically receive a DHS-1046. Bridges sends the report in the beginning of the fifth month of the benefit period. The completed DHS-1046 is due back from the client or authorized representative on the first day of the 6th month in the benefit period.

Manually send from Bridges and track the DHS-1046 if you discover a case was not correctly assigned as a simplified reporter by the last day of the fourth month of the benefit period.

See BAM 210 for policy describing the semi-annual contact requirements.

Bridges prints the following case-specific information on the notice:

- Due date for return of the notice.
- FAP end date (last day of the 6th month) if the form is not returned.
- Local county/district office address.
- Active FAP recipients on the case.
- Child support expenses used in the last budget in Bridges.
- Gross earned income used in the last budget in Bridges.

A return envelope is provided for the client's convenience in returning the completed notice.

Item Instructions

The form is available in Bridges manual correspondence. If the form is sent manually, pre-fill the form with case-specific data listed above. If the client requests a replacement, send a duplicate from correspondence in Bridges.

**MANUAL
MAINTENANCE
INSTRUCTIONS**